

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES
July 20, 2016**

A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on July 20, 2016.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Kim Nall, NHA
Dr. Karen Skaff
Patrick Donahue
Barbara Lester, Citizen-at-Large
Dr. Muhammad Babar
Sherry Culp – State Long-Term Care
Ombudsman

Occupations and Professions Staff

Larry Brown, Executive Director
Robin Vick, Administrative Section Supervisor

Others

Ryan Halloran – Office of the Attorney General
Marisa Neal, MMN Consulting
Toni Ahl, MMN Consulting

BOARD MEMBERS ABSENT

Craig Jennings, NHA
Joseph Flatt

CALL TO ORDER

Mr. Wells, board chair, called the meeting to order at 10:09 a.m.

MINUTES

Ms. Nall made a motion to approve the minutes from the April 20, 2016 meeting as presented. The motion was seconded by Mr. Minnich, and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for April, May and June 2016, and the legal fees report for March, April and May 2016.

OCCUPATIONS AND PROFESSIONS REPORT

Mr. Brown informed the board of Governor Bevin's red tape reduction initiative. Mr. Brown also informed the board that O&P received a new board which will be assigned to one of the current board administrator's. Mr. Brown also stated that he is looking for ways to make O&P more efficient, to include having CEU providers submit CEU's directly to the boards. Mr. Brown presented the MOA to the board for consideration. Mr. Minnich made a motion to approve the MOA as presented, upon recommendation from Mr. Halloran. Ms. Nall seconded the motion, and it carried.

BOARD COUNSEL REPORT

Mr. Halloran reported that Nicole Biddle will be returning from maternity leave, which he hopes will allow the AG's office to be more responsive to the board's needs.

NEW BUSINESS

Dr. Skaff reported on the NAB meeting that she attended in June. Survey results were presented, which found that some areas were not previously covered. Focus groups will be working on additional questions to make sure all areas are covered. Dr. Skaff reported that the change of officers took place at the June meeting. Dr. Skaff informed the board that the semi-annual NAB meeting is going to be held in Atlanta on

November 9-11. Mr. Minnich made a motion for Dr. Skaff to be the Kentucky delegate and to approve travel for other board member's to attend to represent Kentucky at the NAB semi-annual meeting. Dr. Skaff seconded the motion, and it carried.

Dr. Babar made a motion for Mr. Wells to continue in the role of board chair and Mr. Minnich to continue in the role of Vice Chair. The motion, seconded by Mr. Donahue, carried.

The board discussed the temporary permit application process. Upon recommendation from Mr. Brown, the board will clarify the instructions for this application process when the online application is being developed, rather than go through LRC to update the forms at this time.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- 14-028
- 16-003
- 16-006
- 16-008
- 16-009
- 16-011

Ms. Nall made a motion to accept the complaint committee's recommendation. Dr. Skaff seconded the motion and it carried unanimously. Dr. Skaff stated that she has concerns about the process of getting records for complaints from administrators who are no longer employed by the facility where the survey was completed. Ms. Nall stated that she would speak to Janet Justice, Senior Director of Regulatory Affairs with the Kentucky Association of Health Care Facilities, to see what can be done to make the process simpler.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved:

- Stephanie Adkins
- Amanda Alvis (pending signature)
- Mary Blocker
- Tracey Butler
- Tiffany Cabibbo
- Lindsay Frazier
- Keri Garrett
- Ann Grace
- Justin Hendrix
- Sherrie Jasper
- Allen Mall
- Bridgette Todd
- Travis Lewis (pending receipt of 2 reference letters)
- Mary Coleman (temp permit only)

Initial Applications Deferred:

- Natalie Taylor
- Mary Coleman
- Travis Lewis

Endorsement Applications Approved:

- Shannon Dey
- Kim Frankeberger
- Pamela Gray
- Steven Hall
- Deborah McGraw

- Jo Leigh Peterson
- Laurence Reed
- Amir Zarf

Audited Renewals Approved:

- Melissa Bentley
- Curtis Metzler

Reinstatement Applications Approved:

- Tracy King-Bennett (pending addition CEU hours)
- Nancy Russell

Ms. Lester made a motion to approve the application committee's recommendations. The motion, seconded by Mr. Minnich, carried.

CONTINUING EDUCATION COMMITTEE

The continuing education committee made the following recommendations:

Name of Sponsor/Submitted By	Program Title	Number of Hours Requested	Course Date	Approved	Deferred
WKU – South Central KY AHEC	Barren River Mental Health & Aging Coalition 2016	5	10/27/2016	X	
KALFA	2016 KALFA Conference and Exhibition	7	May 25-26, 2016		X
Proactive Medical Review & Consulting and Healthcare Therapy Services Inc	SNF Physician Documentation to Support ICD-10 Coding Specificity	1	Not listed	X	
Proactive Medical Review & Consulting and Healthcare Therapy Services Inc	Hand in Hand Dementia Care and Abuse Prevention	8	Ongoing	X	
Proactive Medical Review & Consulting and Healthcare Therapy Services Inc	Supporting Rehab RUGS and Preparing for Medical Review	2	Ongoing	X	

Mr. Minnich made a motion to accept the recommendation of the continuing education committee. The motion, seconded by Ms. Nall carried.

NEXT MEETING

The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on Wednesday, October 26, 2016. This will be a special meeting.

TRAVEL AND PER DIEM

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the July 20, 2016 meeting. Mr. Donahue seconded the motion, and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss, Mr. Minnich made a motion to adjourn the meeting. The meeting was adjourned by Mr. Wells at 11:01 a.m.